

# Installing EL-CID from the NTIA Web Site

***Important:*** Users must have read, write, create, and delete privileges within the EL-CID data folder and **all** of its subfolders. Please pay careful attention to the instructions in Step 9 below. If any Host Intrusion Prevention System (HIPS) software has been installed on your PC, it could prevent installation of EL-CID and an IT administrator should be consulted.

**Note:** The web install is intended for modern Windows systems running Windows XP, Windows Vista, or Windows 7. If you have another system, you should consult the EL-CID Help Desk and request an installation CD. The email address and telephone number are listed on the web site shown below.

## ***Pre-Install Procedures***

It is strongly recommended that any existing EL-CID database be backed-up by exporting existing certifications prior to the installation of EL-CID V6.2. Failure to do so could result in the loss of data. Instructions for backing up the database can be found in the Help Files under "Backing Up (and Restoring) the Database" or on the NTIA EL-CID Support Center Web Site. It is also recommended that older versions of EL-CID be uninstalled, and that the directories containing the EL-CID database (usually named ElcidData) and the software (usually named EL-CID) be deleted. **This is particularly important for Certifiers as the updated "Certifying Official" information may not appear correctly unless these procedures are followed.**

**For Windows 10 systems it is recommended that no MS applications are running during the installation process. This includes applications such as MS Word or MS Excel. If they are open during the install it could cause the ELCID installation to hang-up, or not complete successfully.**

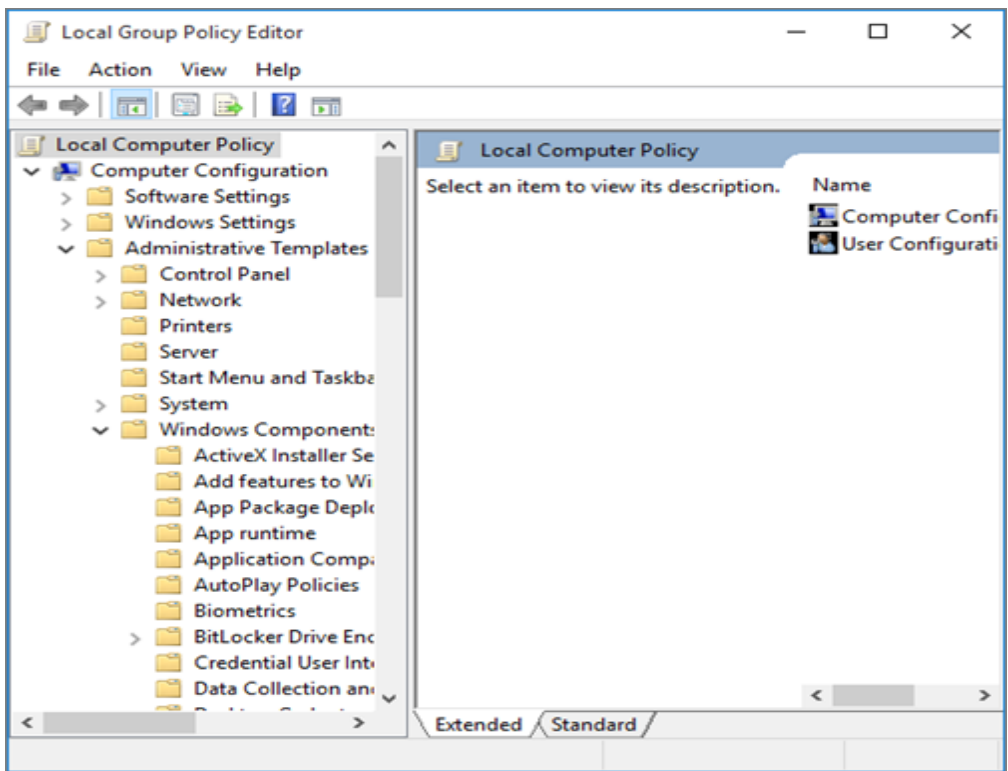
**For Windows 10 systems it is recommended that OneDrive be disabled prior to installing EL-CID. Failure to disable OneDrive will cause the installation to hang-up. Once the installation is complete OneDrive can be re-enabled. In order to disable OneDrive have your System Administrator do the following steps:**

### **Disable OneDrive in Windows 8.1 and Windows 10**

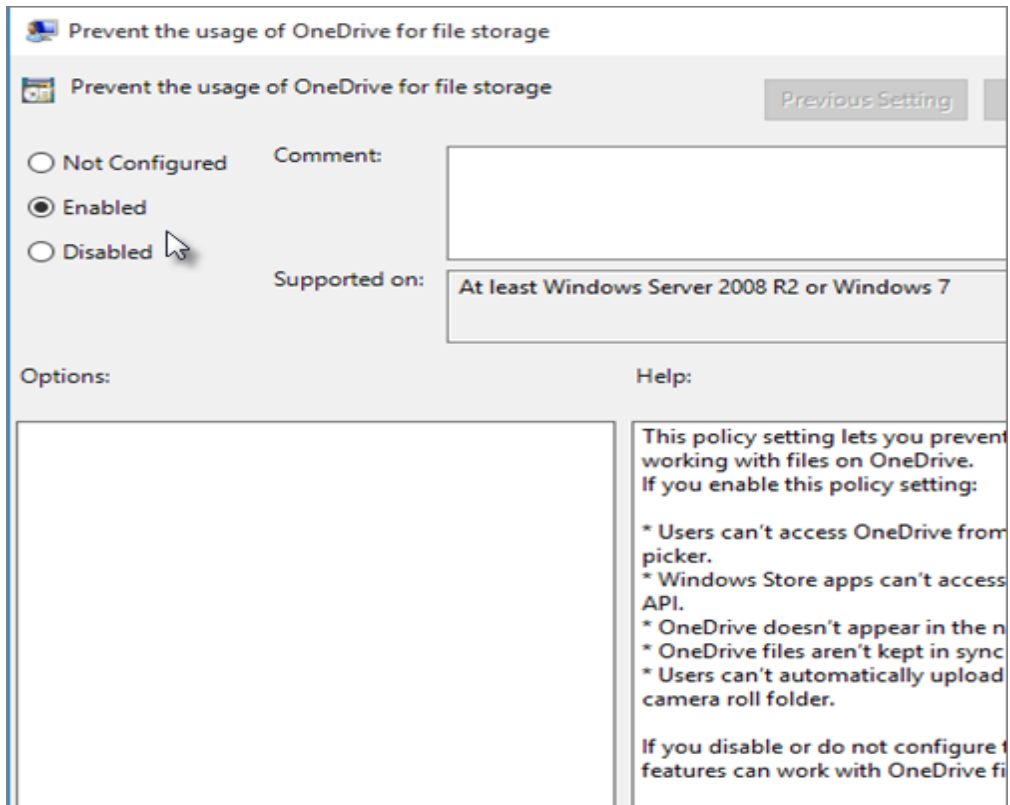
OneDrive in Windows 8.1 and Windows 10 is disabled through your computer's Local Group Policy Editor. This doesn't remove OneDrive from your PC, but it stops it from syncing with the cloud or connecting with other apps, and removes it from the navigation pane in File Explorer.

**Tip:** Because disabling OneDrive involves changing a Group Policy setting on your computer, it is disabled for everyone who uses that computer. If others use the computer, make sure they also want OneDrive disabled.

1. Press (Windows key) + R to open the **Run** box.
2. Type gpedit.msc and click **OK**.
3. In the Local Group Policy Editor, in the folder list under Local Computer Policy, navigate the folders to **Local Computer Policy > Computer Configuration > Administrative Templates > Windows Components > OneDrive**.



4. On the OneDrive screen, under **Setting**, click **Prevent the usage of OneDrive for file storage**.
5. In the **Prevent the usage of OneDrive for file storage** box, select **Enabled**, then click **OK**.



## Installation Procedures

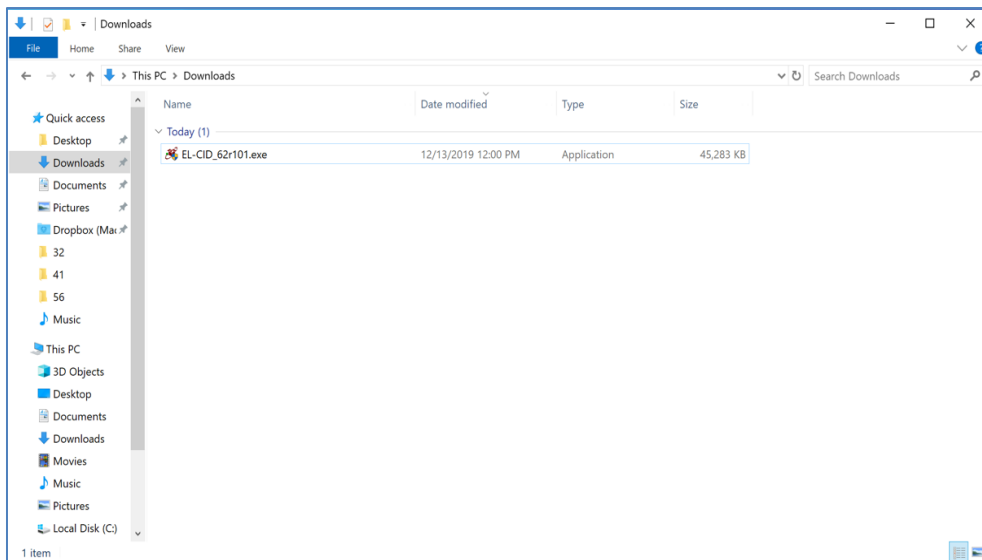
**Step 1.** If not already done, download and rename the install file from the EL-CID Support Center Web Site at NTIA.

a) Using your web browser, go to the EL-CID Support Center Web Site:

<http://www.ntia.doc.gov/el-cid-support-center>

b) Locate the link to the latest downloadable executable file. The exact link name varies by version and revision number of the EL-CID program. Currently, it appears as **Downloadable executable Version 6.2, Rev. 101**.

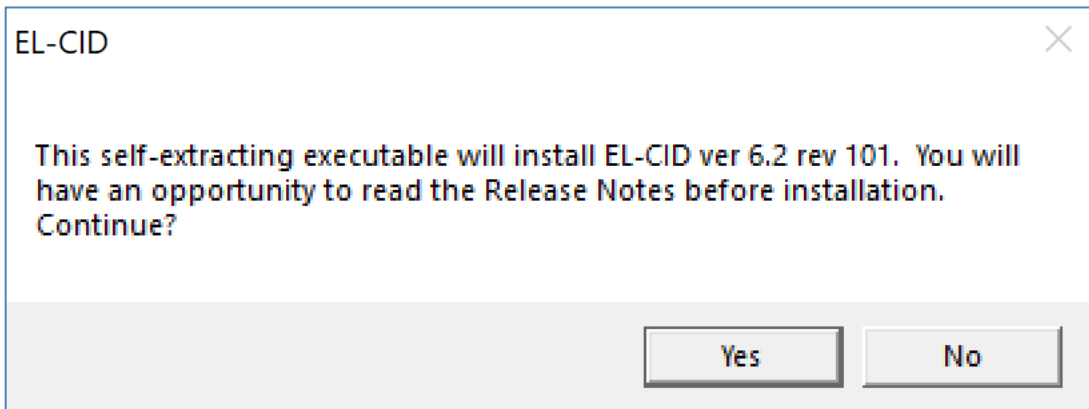
c) Download the file to your local PC. Procedures vary by web browser. When using Windows Internet Explorer, right-click on the link to the file and choose the option to “Save target as...”. A dialog appears in which you choose a folder and file name for the file on your local PC, as shown below. The name in the **File name:** box should appear as EL-CIDv62r101. The file must be saved as an executable (.exe) file. If this file appears as a text document, change the “.txt”, if it appears, to “.exe” or append the “.exe” so that the name appears as EL-CIDv62r101.exe. In the **Save as type:** box, select “All Files”. **Tip:** remember or jot down where (which folder) this is before you leave the dialog. As of December 2019, the download file is approximately 46.4 MB in size.



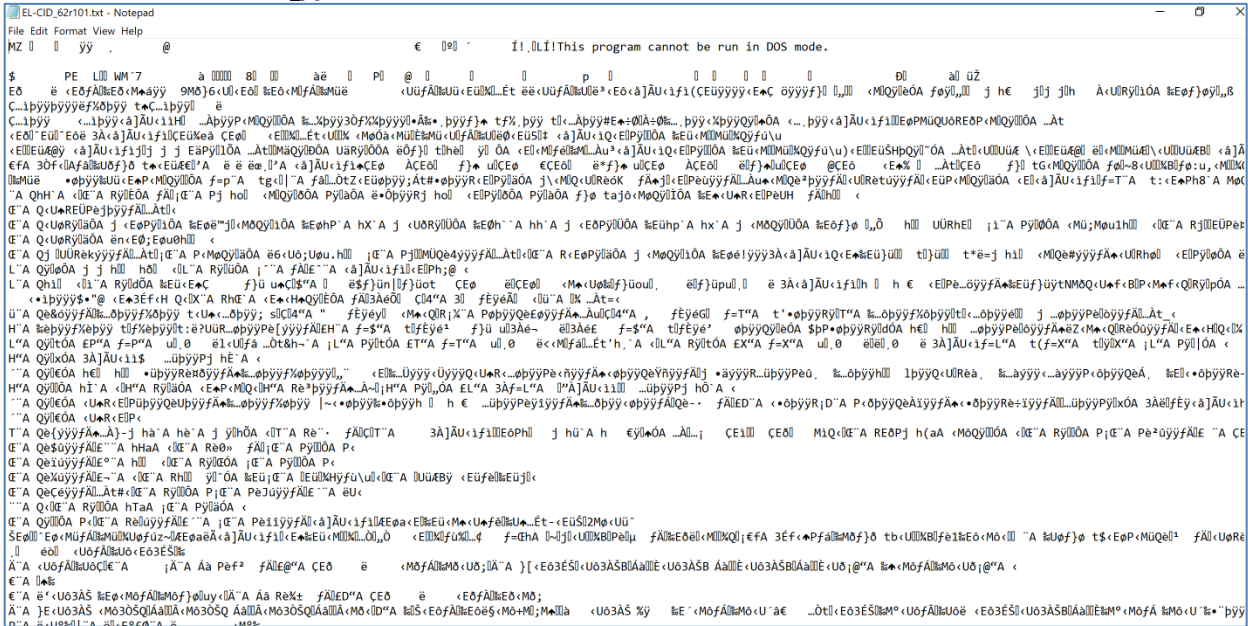
d) If not already saved as an “.exe” file, using Windows Explorer (“My Computer”) or other suitable file manipulation software, rename the downloaded file so that it ends in “.exe”.

**Step 2.** Login using an Administrator username and password on the PC. The account you use must have full administrator privileges on the PC, otherwise the install may fail. IT administrators sometimes grant users “limited” administrator privileges or “network administrator” accounts that do not have sufficient privileges. Worse, these accounts may appear to work, but silently fail to properly install. If in doubt, ask your IT administrator to install the program for you using his account. In Windows 7, you can install the program using a regular account, but Windows will prompt you whether to run under elevated privileges, which you should acknowledge affirmatively. (Note: If your IT administrator wants to know more about what EL-CID installs, tell him to look at the Operating Manual available on the same web site above. The sections he should look at are at the beginning of the document, right after the “Welcome” page.)

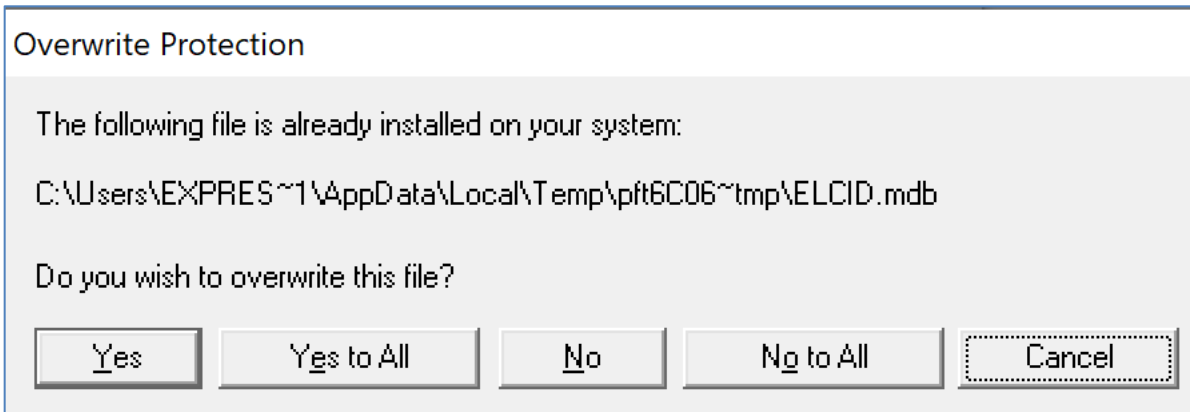
**Step 3.** Using Windows Explorer, double click on the downloaded file **EL-CIDv62r101.exe** to run it. The following screen appears:



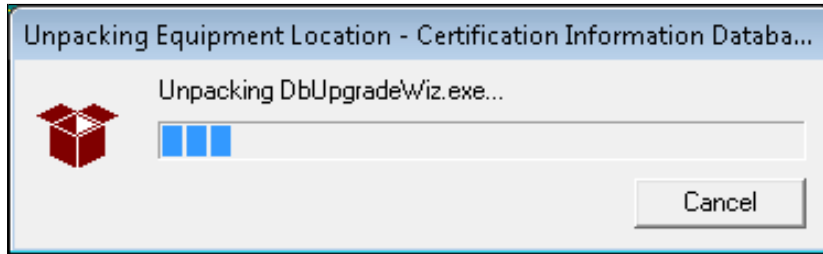
**Note:** If the following screen appears, or something similar, the downloaded file was saved as a text file rather than an executable. Return to **Step 1** and make sure that in the **Save as type:** box "All Files" is selected.



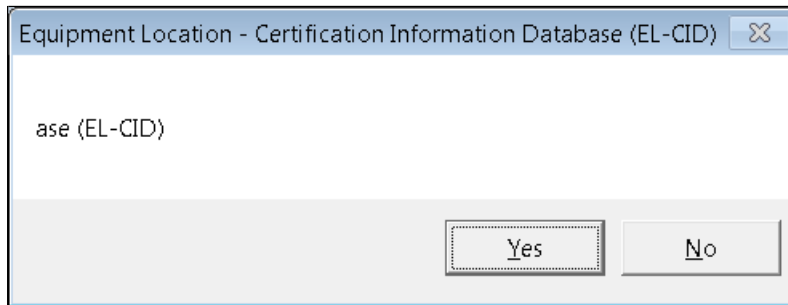
**Step 4.** Click the Yes button. The following screen appears:



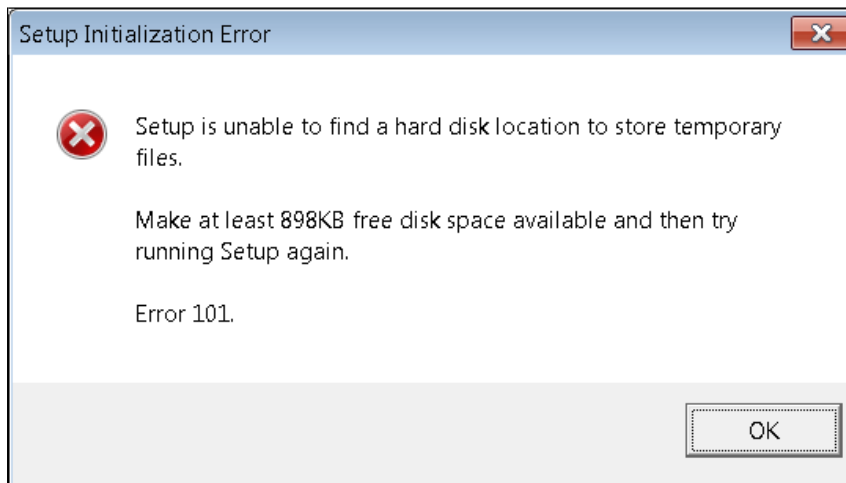
**Step 5.** Click the **Continue** button. An **Unpacking** screen appears.



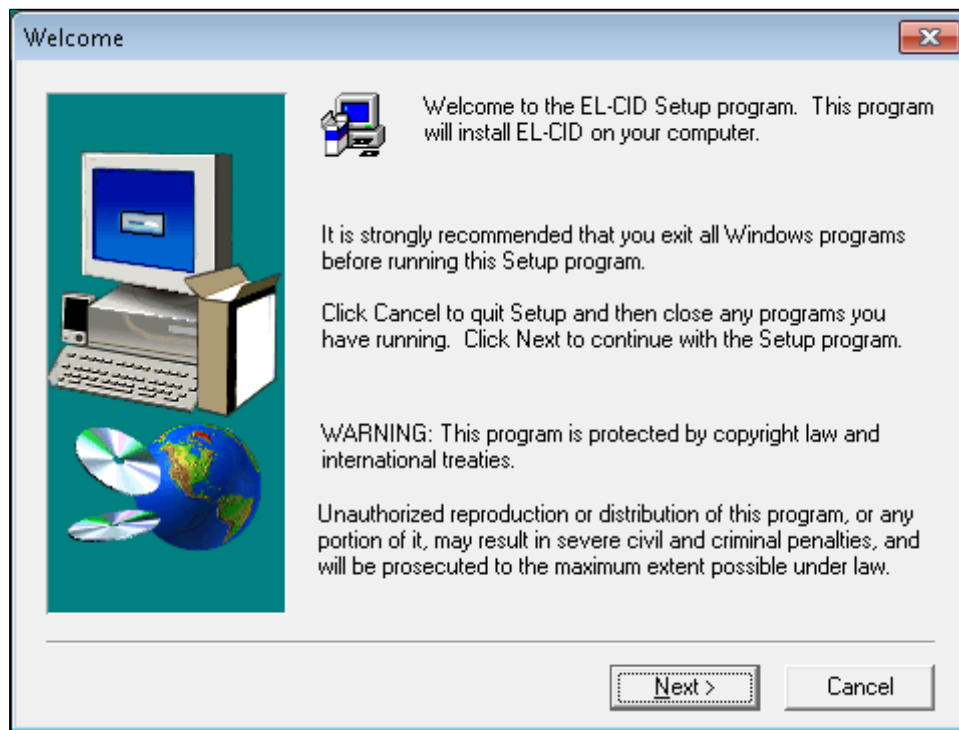
If you selected **Cancel** during the unpacking and this screen appears, select **No** to continue or **Yes** to cancel the installation.



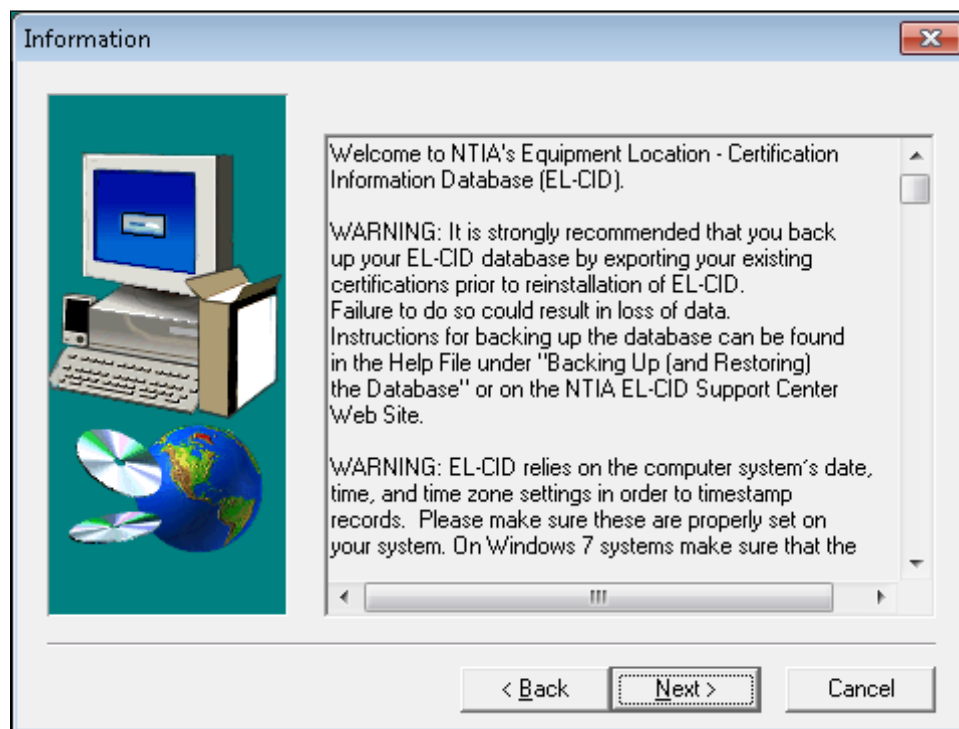
**Note:** If the following message appears, or something similar, you do not have sufficient privilege to install. Seek help from your IT administrator.



When the unpacking is completed the installation starts and the **Welcome** screen appears.

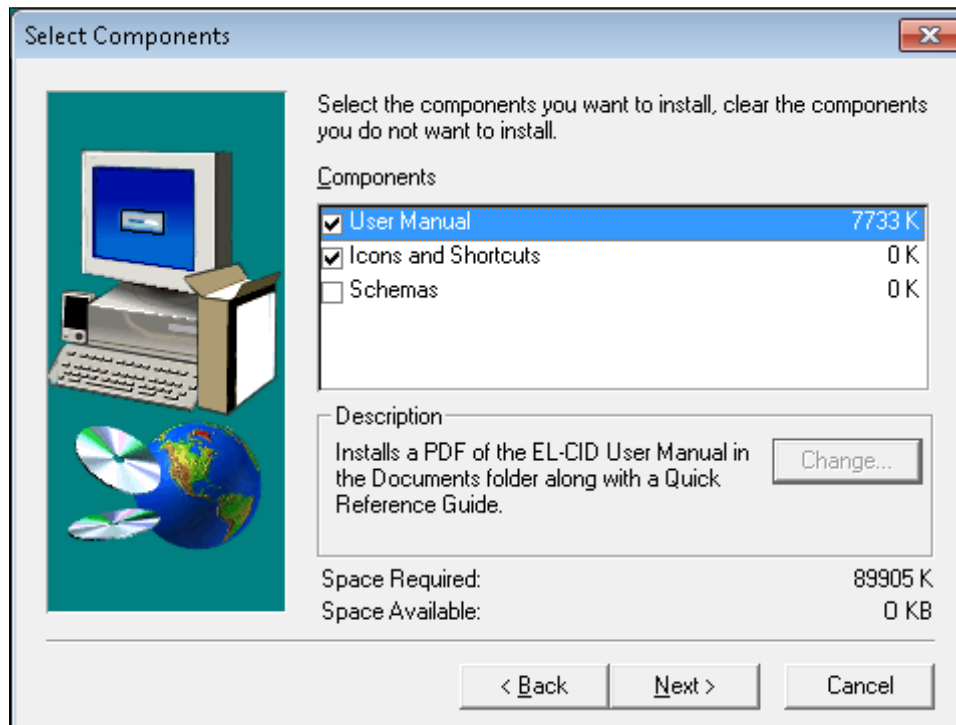


**Step 6.** Click the **Next** button. The **Information** screen appears.



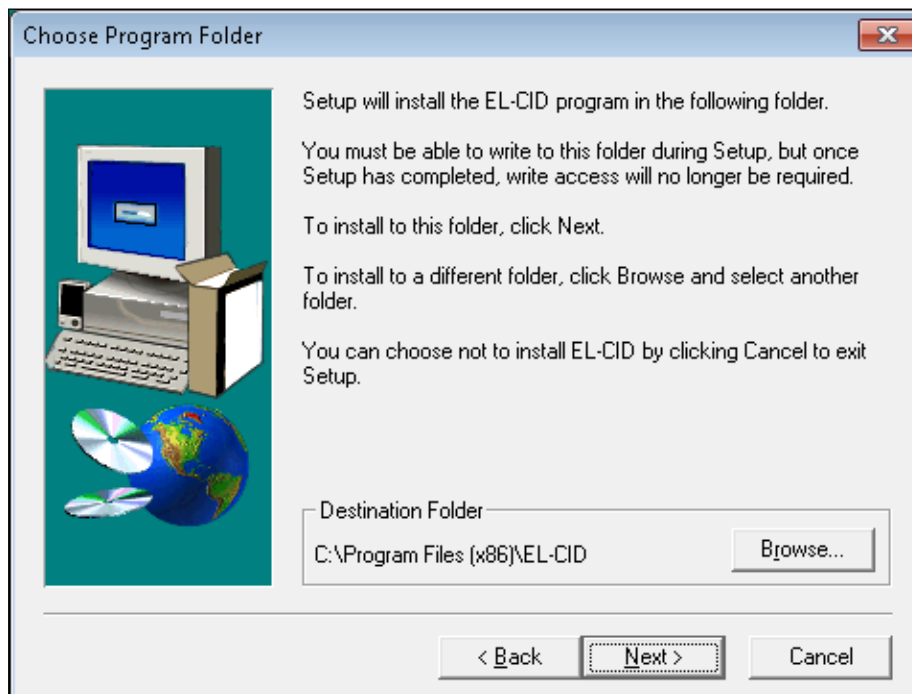
Scroll down to read additional information about EL-CID.

**Step 7.** Click the **Next** button. The **Select Components** screen appears.



These options are normally used only by experts.

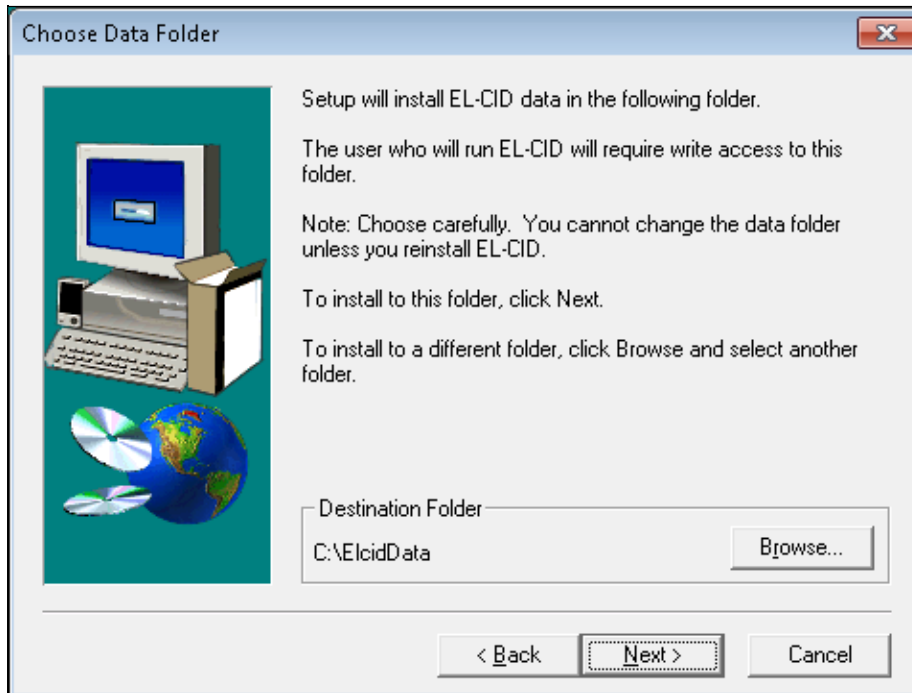
**Step 8.** Click the **Next** button. The **Choose Program Folder** screen appears.



The **Destination Folder** will default to **C:\Program Files(x86)\EL-CID**. If it does not, click the **Browse...** button and change the destination to this.



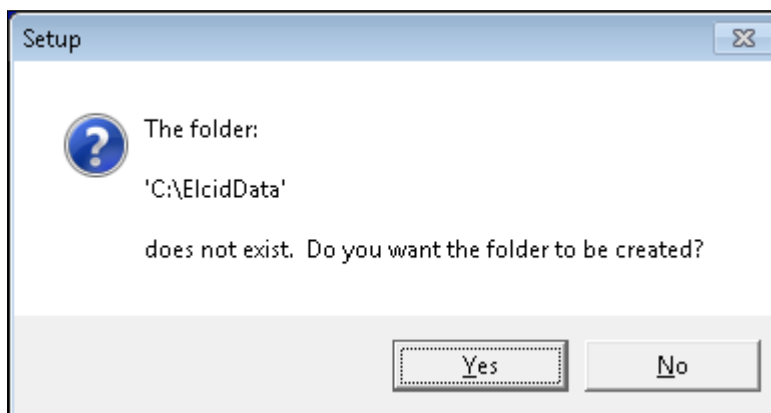
**Step 9.** Click the **Next** button. The **Choose Data Folder** screen will appear.



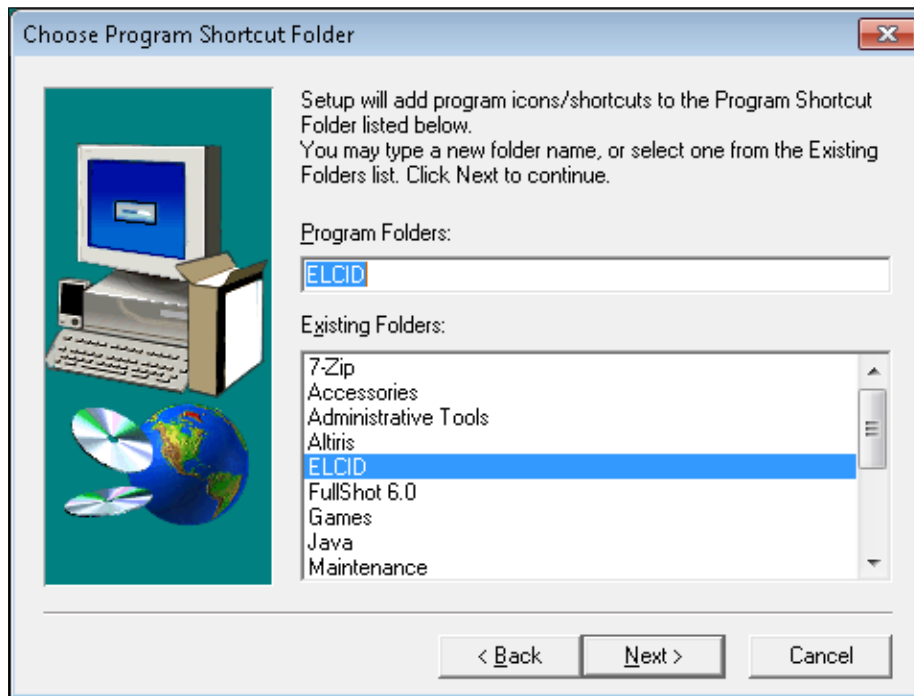
**STOP!** Read the information on this screen carefully. Note in particular that the Windows user account you intend to use when running EL-CID must have full read, write, create, and delete access to the data folder and all its subfolders. In any case remember or jot down what you enter here; you will need it later.

**Tip:** Many systems are set up so that normal users do not have full control over folders on the C: drive, but they are allowed full control over folders on the D: drive. Check with your IT administrator. If this is the case, click the **Browse...** button and edit the **Path** box, changing the **C:** to **D:** and then click **OK**. (Do NOT select the **D:** drive from the **Drives** combo box, otherwise you'll have to retype the full path.)

**Step 10.** Click the **Next** button. If not installing on top of an existing folder, a screen will appear stating that directory does not exist and asking if the program should create it. Click the **Yes** button to continue.



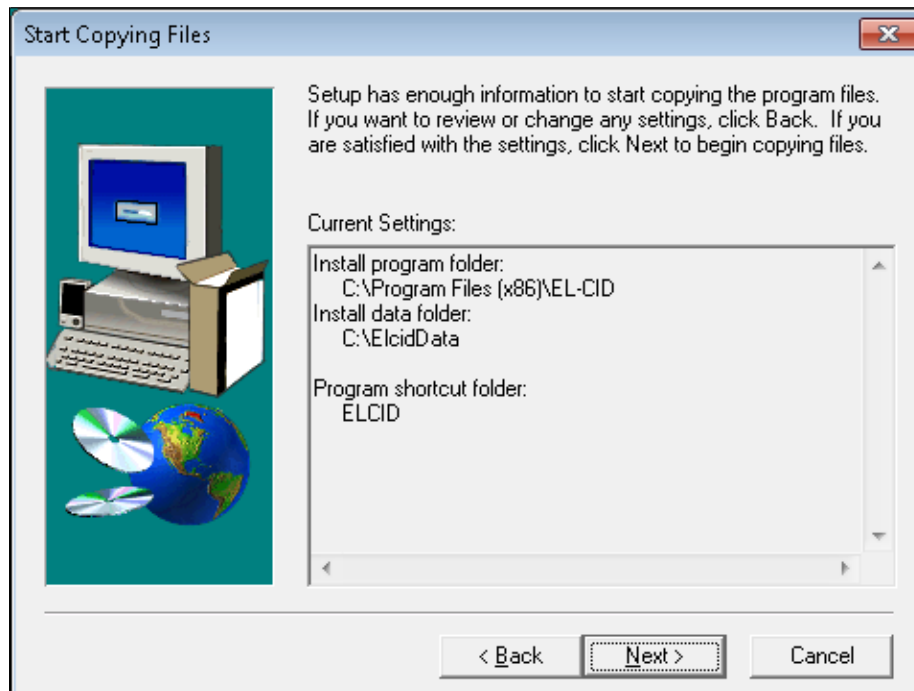
**Step 11.** The **Choose Program Shortcut Folder** screen appears with ELCID selected.



This is where the install will create shortcuts within the Windows Start menu.

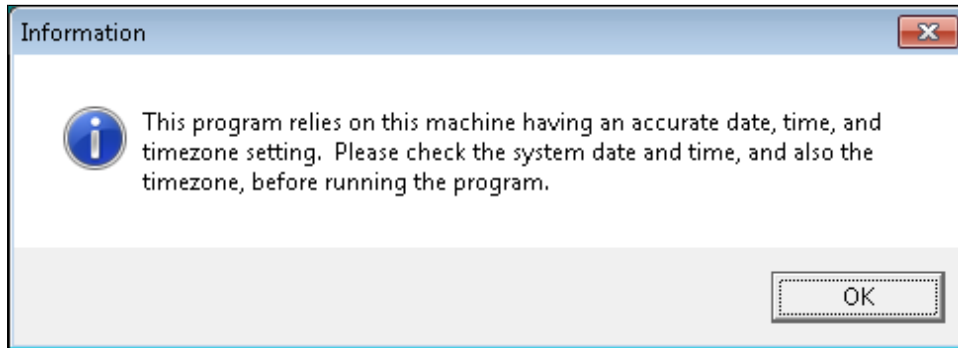
**Step 12.** Click the **Next** button. The **Start Copying Files** screen appears.

**Note:** The **Start Copying Files** screen that follows depends upon whether you have a previously installed copy of EL-CID on your PC. If EL-CID is not installed on your PC, the following screen will appear. Otherwise, the screens that appear are shown starting in **Step 16**.

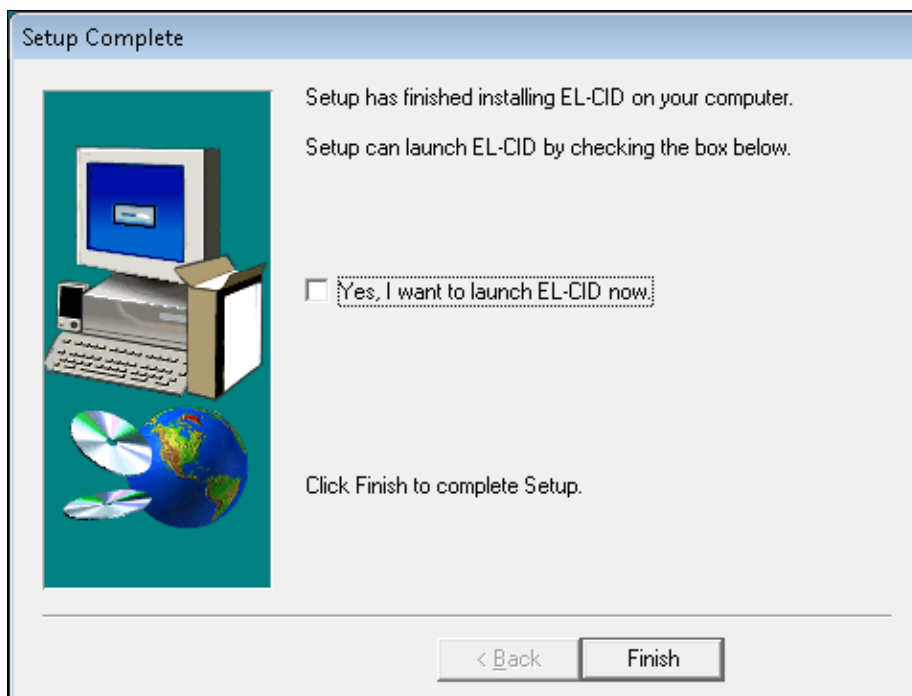


Confirm that the correct destination folders are selected. If not, select the **Back** button to return to the previous screens or select **Cancel** to **Exit Setup**.

**Step 13.** Click the **Next** button. Progress bars will be displayed during the install. When the install is complete, the following **Information** screen appears.



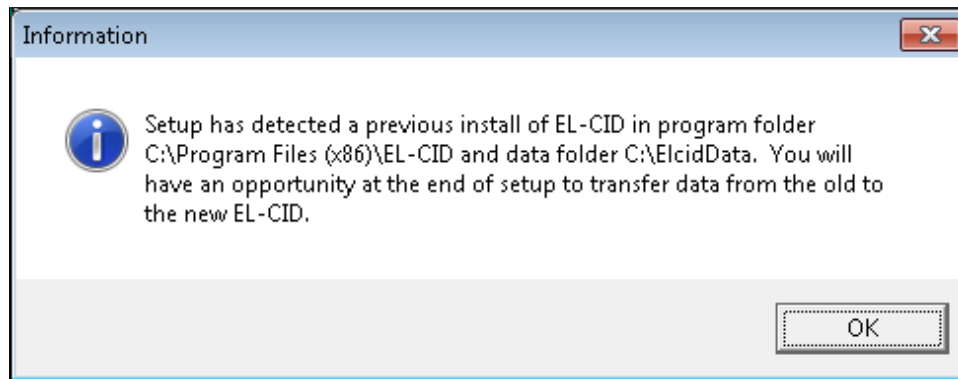
**Step 14.** Click **OK**. The **Setup Complete** screen will appear.



Make sure the **Yes, I want to launch ELCID now** box is NOT checked.

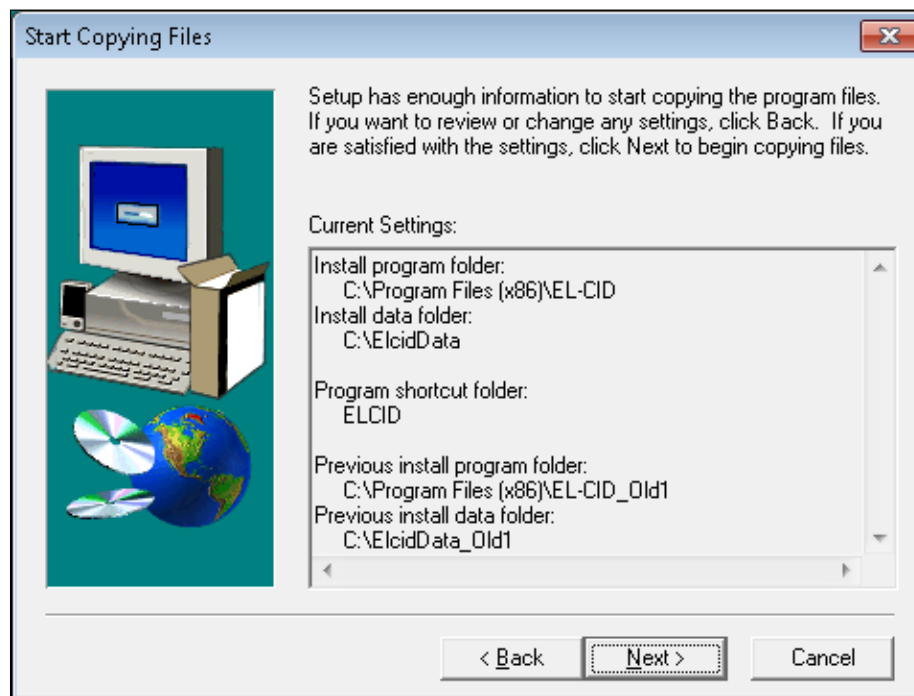
**Step 15.** Click the **Finish** button. The installation is complete. Continue at **Step 22**.

**Step 16.** If EL-CID was previously installed on your system, the following **Information** screen appears.



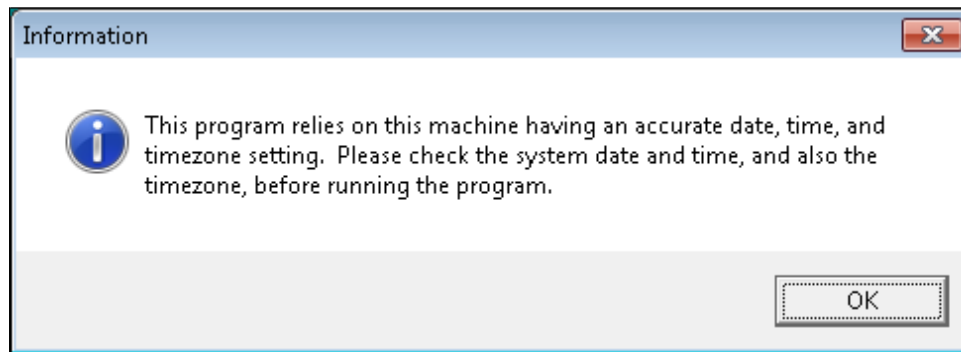
**Step 17.** Click the **OK** button. When a previously installed copy of EL-CID exists on your PC, and you specify the same data folder as the previous install, EL-CID will rename the existing folders, appending “\_Old1” onto the folder names, and then create a new copy of the data folders you had previously specified. Unfortunately, this means your IT administrator must again grant you full control over the data path you specified.

**Step 18.** The resulting **Start Copying Files** screen appears, as shown. Note that the folders for the previously installed version will be renamed.

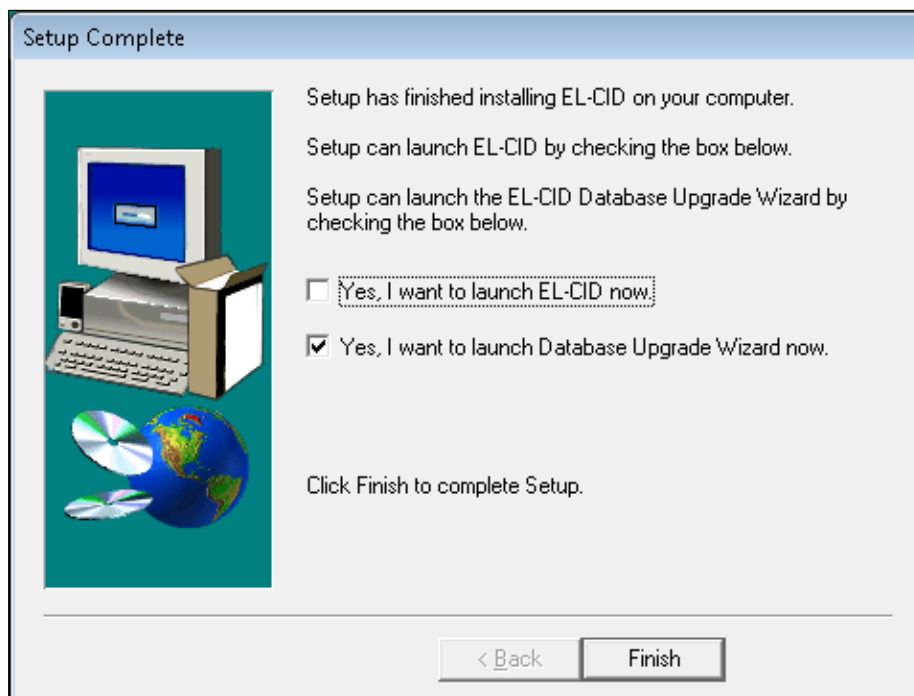


Confirm that the correct destination folders are selected. If not, select the **Back** button to return to the previous screens or select **Cancel** to **Exit Setup**.

**Step 19.** Click the **Next** button. A progress bar will be displayed during the install. When the install is complete, the following **Information** screen appears.



**Step 20.** Click **OK**. The **Setup Complete** screen will appear.

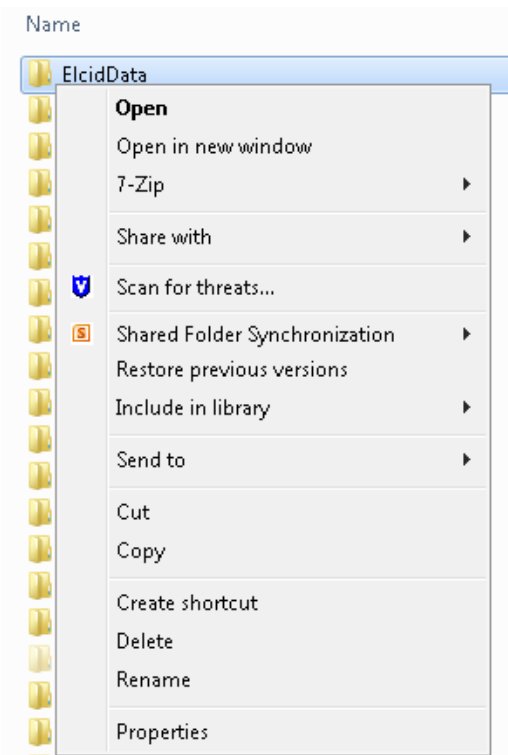


Make sure the **Yes, I want to launch ELCID now** box is NOT checked.

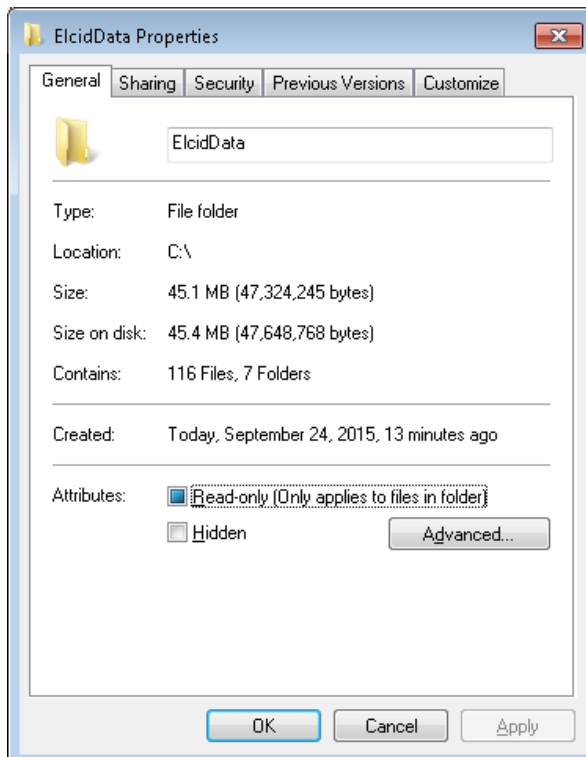
**Important:** If the install detected a previous installation of EL-CID on your PC, the **Yes, I want to launch the Database Upgrade Wizard now** box will appear and it will be checked. If this is so, make a mental note of this and then UNCHECK THE BOX.

**Step 21.** Click the **Finish** button. The installation is complete.

**Step 22.** Check the privileges of the EL-CID Data Folder. To do that, start the Windows Explorer or My Computer application. Locate the EL-CID Data Folder (not the Program Folder) you specified in Step 9 above. (Default was **C:\ElcidData**). Right-click on the folder and choose **Properties** in the popup menu that appears.

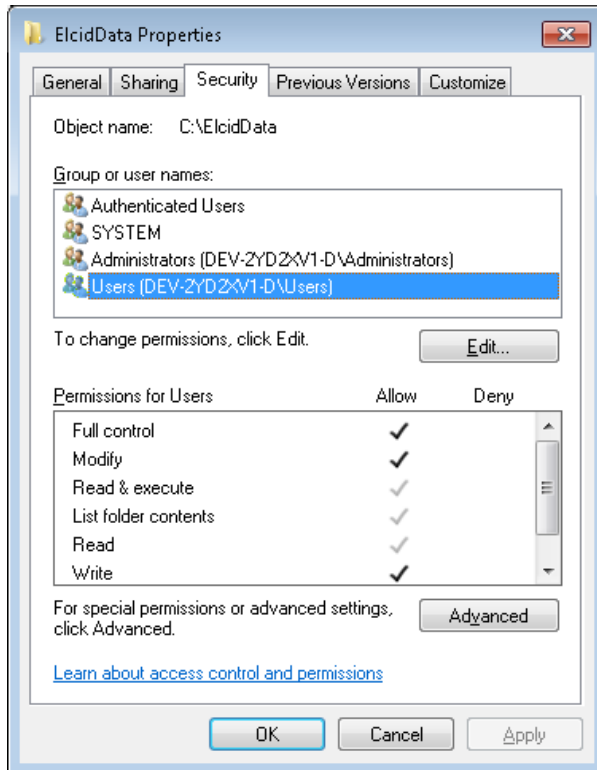


The folder **Properties** screen appears



Click the **Security** tab. (**Note:** If the Security tab is not visible in the Properties screen, click **Tools** on the menu, then click **Folder Options**. Click the **View** tab. Go all the way to the bottom and uncheck “**Use simple file sharing**”.)

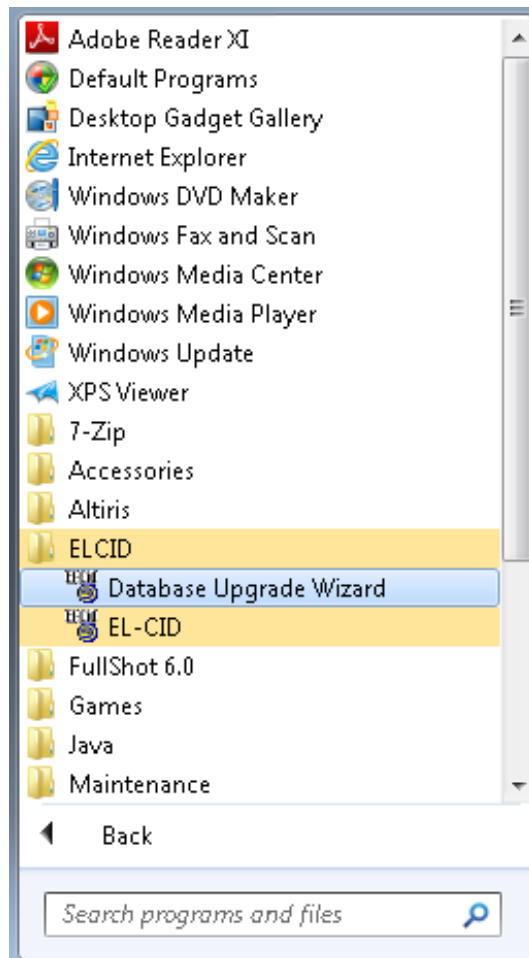
Highlight the **Users** rows and verify that normal users have **Full Control** of the folder. Click the **OK** button to close the **Properties** screen.



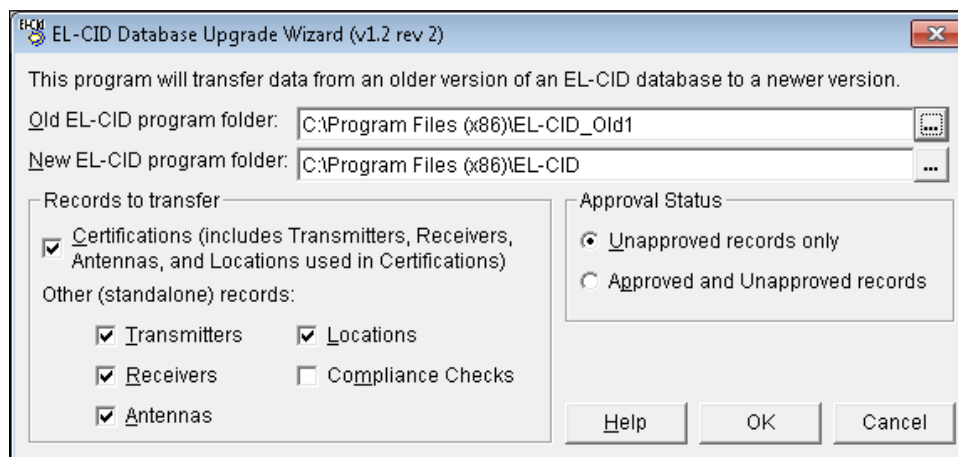
**Note:** In Windows 7 you will be told you do not have privilege to view or change file or folder permissions, but you will be given the opportunity to run with elevated privileges so you can. Respond affirmatively.

**Step 23.** If a previous install of EL-CID had existed on your PC, we will now transfer the existing data to the new installation using the **EL-CID Database Upgrade Wizard**. If the **Yes, I want to launch the Database Upgrade Wizard now** box did not appear in **Step 20** above or you do not wish to transfer data from a previous install of EL-CID, skip this step. Otherwise, use the Windows **Start** menu to start the EL-CID **Database Upgrade Wizard** (as shown below).

**Note:** If you had backed up your database from a previous install of EL-CID by exporting all certifications into a backup file, you can skip this step and import the backup file.



The **EL-CID Database Upgrade Wizard** screen appears.

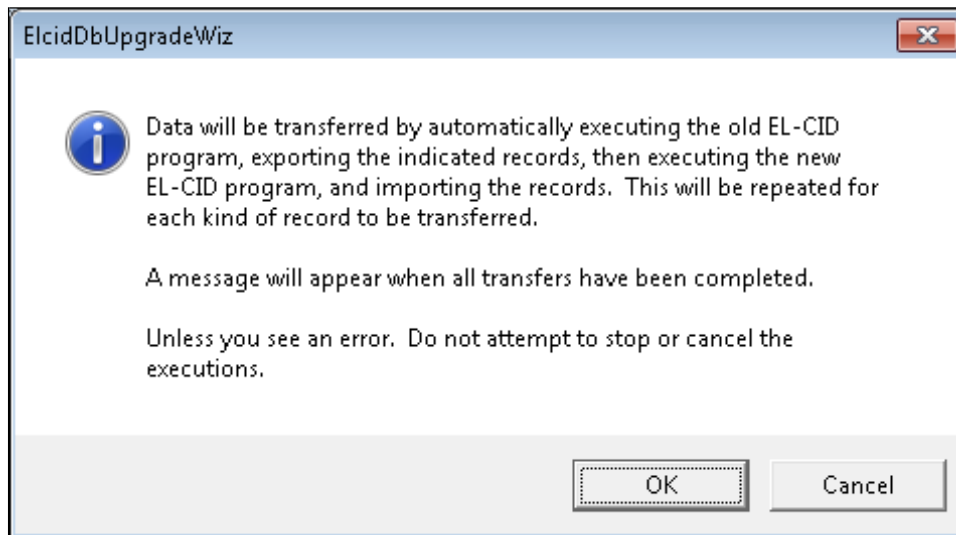


Leave the default options on this screen unchanged.

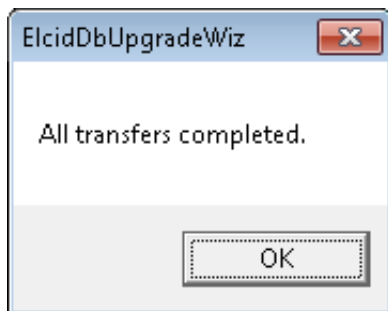
**Tip:** If you think you need to change any of these options, it is recommended that you click **Cancel** and read topic **Database Upgrade Wizard** in the EL-CID online help. Choosing the wrong options on this screen can cause the wizard to needlessly run for a very long time.



Click **OK** to run the **Wizard**. The following screen appears.



Carefully read what this screen says, then click **OK**. When the Wizard is finished transferring all the records, the following screen appears.



Click **OK**. Click the **Close** button on the **EL-CID Database Upgrade Wizard** screen.

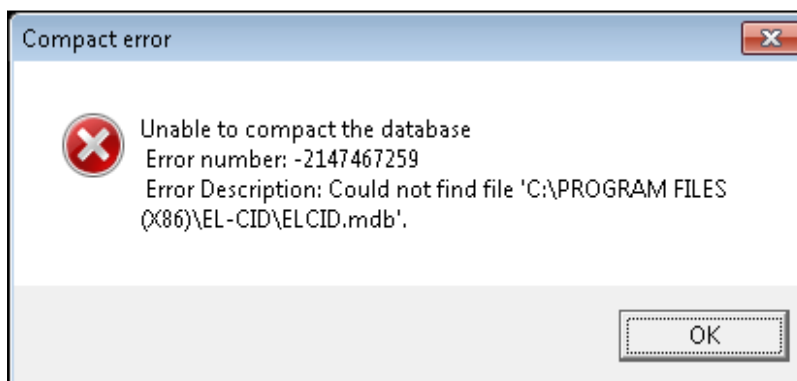
**Step 24.** Log out of the administrator account and log into Windows under the normal account you intend to use when running EL-CID.

**Note:** In the remaining steps, we will test whether EL-CID is functioning properly. If any error messages appear during these steps, the most likely cause is that you do not have proper privileges for the EL-CID data folder, which you specified above in Step 9. Get your IT administrator to grant you full control over the data folder you specified in Step 9 and all of its subfolders. You need to have sufficient privilege to read, write, create, and delete files and folders within the data folder.

**Step 25.** Start EL-CID by double-clicking on the **EL-CID** icon  on your desktop. The **About Equipment Location – Certification Information Database** or “splash” screen will appear temporarily.

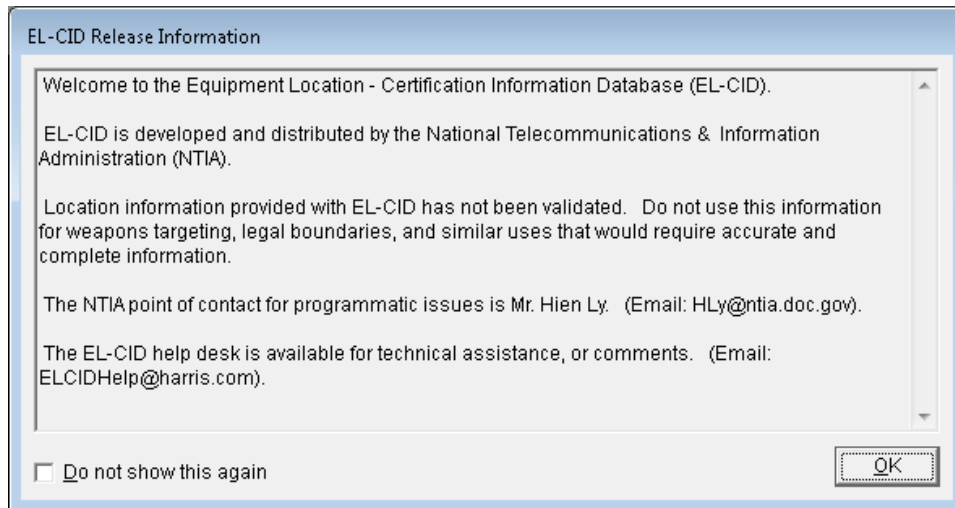


**Note:** If you see the following message when starting EL-CID, or something similar, you do not have proper privileges for the EL-CID data folder.

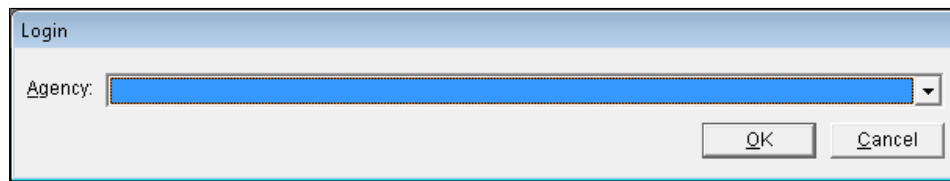


(The data folder is not the path shown in the message above. If you've forgotten what you entered in Step 9, tell your administrator to look at file ELCID.ini in the program folder, whose path does appear in the message above.)

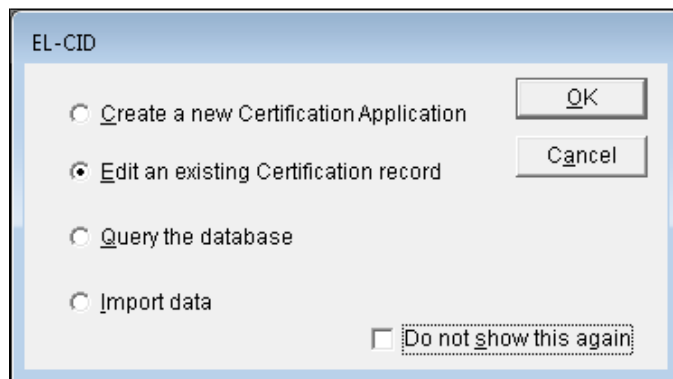
**Step 26.** The **EL-CID Release Information** screen then appears. (**Note:** This screen might not appear if you had previously used EL-CID and selected the **Do not show this again** box. In that case, skip to the next step.)



**Step 27.** Click **OK**. The **Login** screen appears.

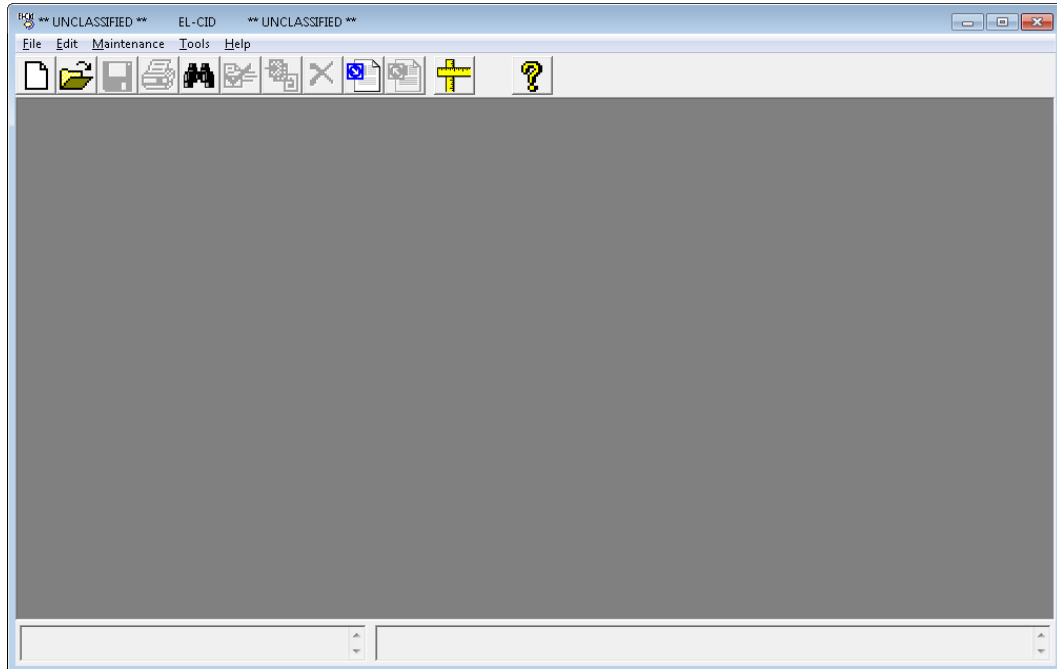



**Step 28.** Select your agency in the drop down list and click **OK**. If your agency is not listed, select NTIA. The startup wizard screen appears. (**Note:** This screen might not appear if you have previously used EL-CID and selected the **Do not show this again** box. In that case, skip to the next step.)

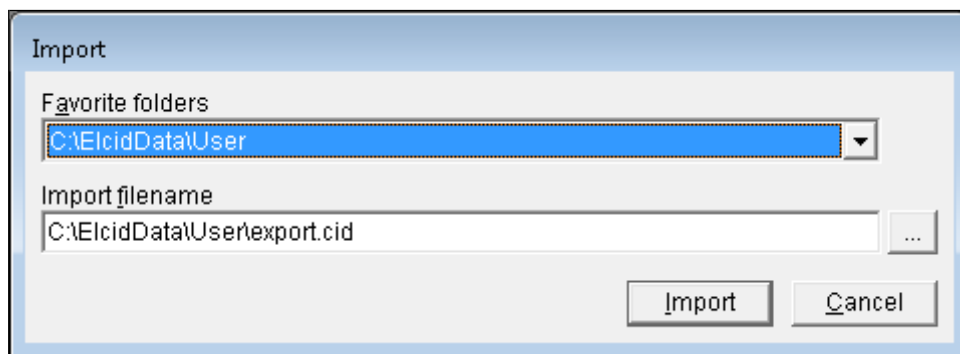


Click **Cancel** to dismiss this screen.


**Step 29.** The main screen appears.

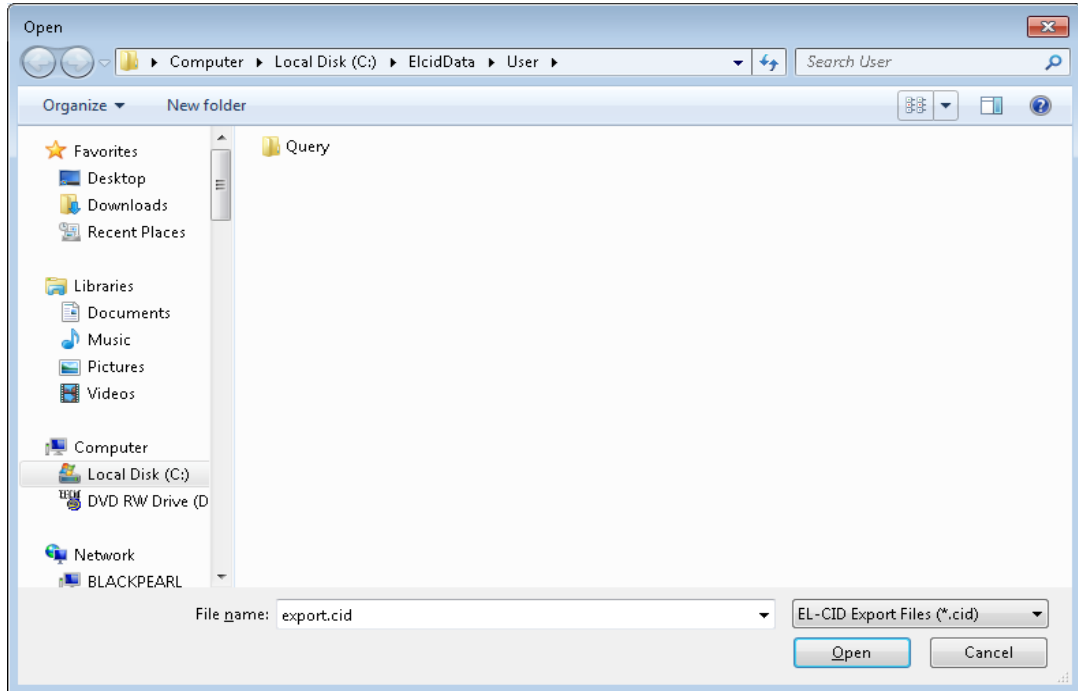


**Step 30.** Click the Import button  on the toolbar. The **Import** screen appears.

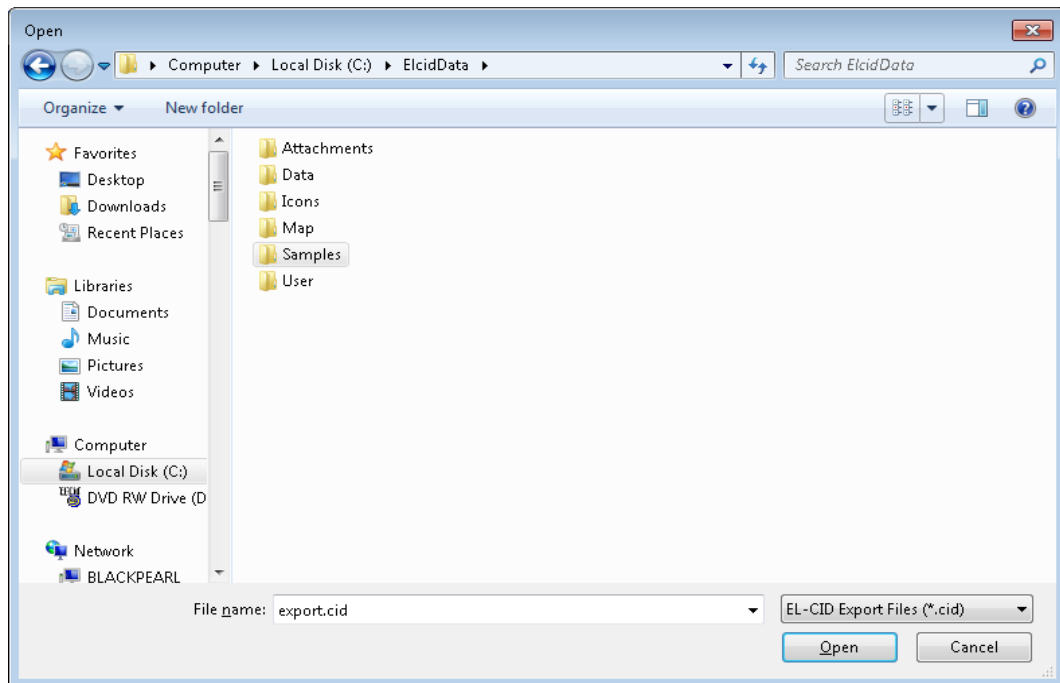


**(Note:** The exact folder names that appear on this screen will vary depending upon the data folder you specified in Step 9.)

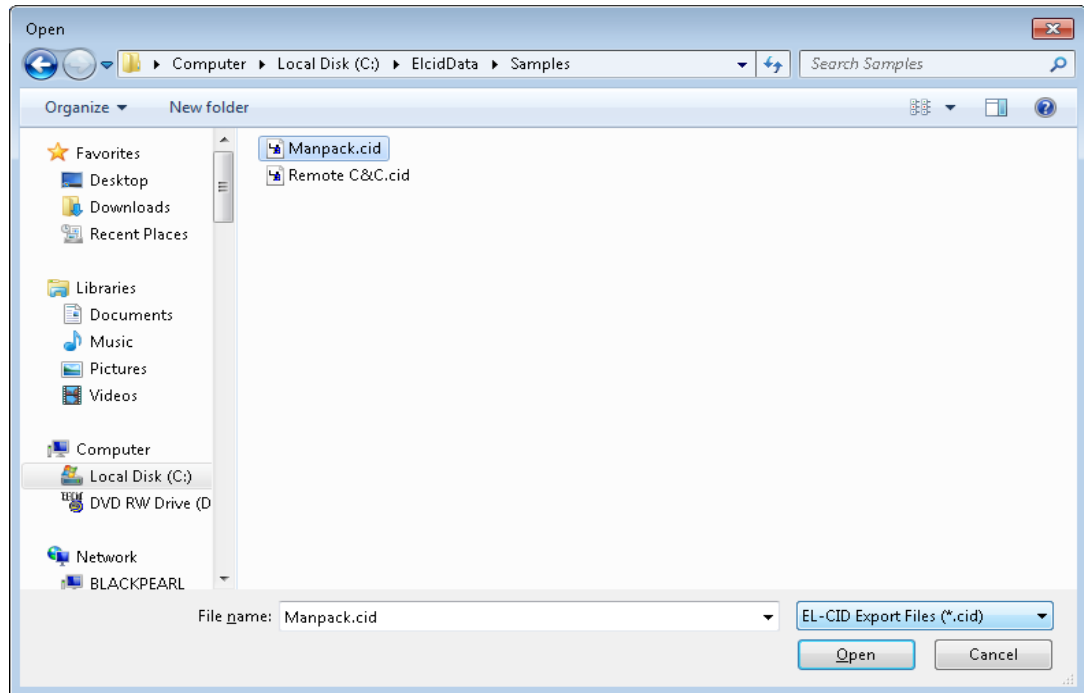
**Step 31.** Click the browse button . The standard Windows file **Open** dialog appears.



**Step 32.** Click on **ElcidData** in the path line at the top of the screen to open the ElcidData folder.

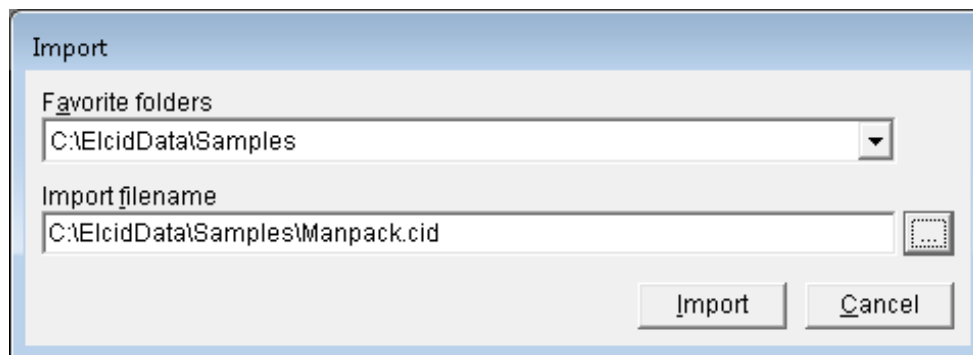


**Step 33.** Double-click the **Samples** folder to open it.

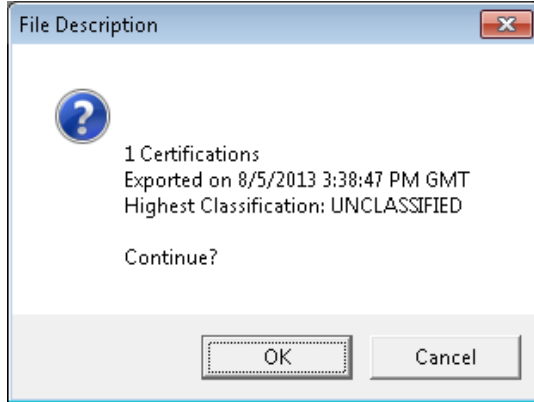


Select the **Manpack.cid** file and click **Open**. (The net effect here is to choose the Manpack.cid file, which is in the Samples folder within your EI-CID data folder.)

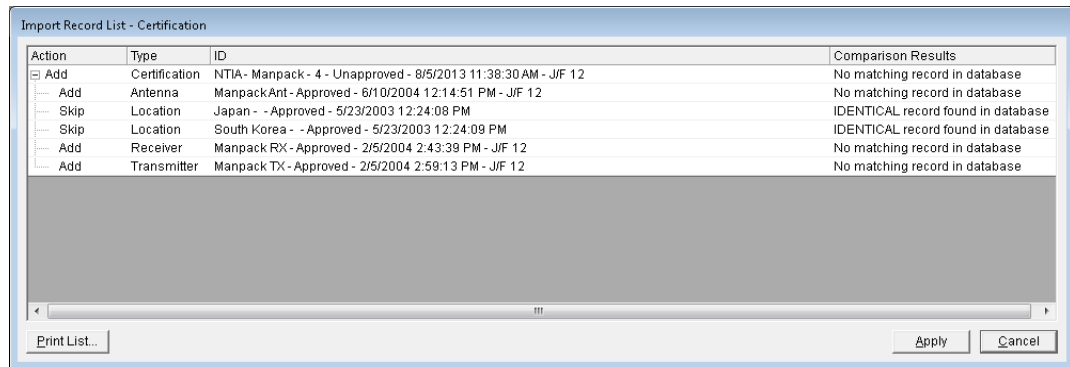
**Step 34.** The **Import** screen reappears with the **Manpack.cid** file selected.



**Step 35.** Click the **Import** button. After a progress dialog, the **File Description** screen appears.

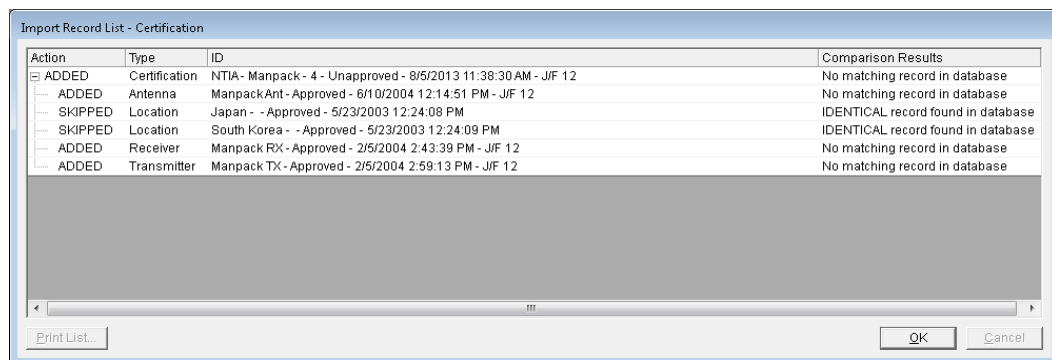


**Step 36.** Click the **OK** button. The **Import Record List** screen appears.

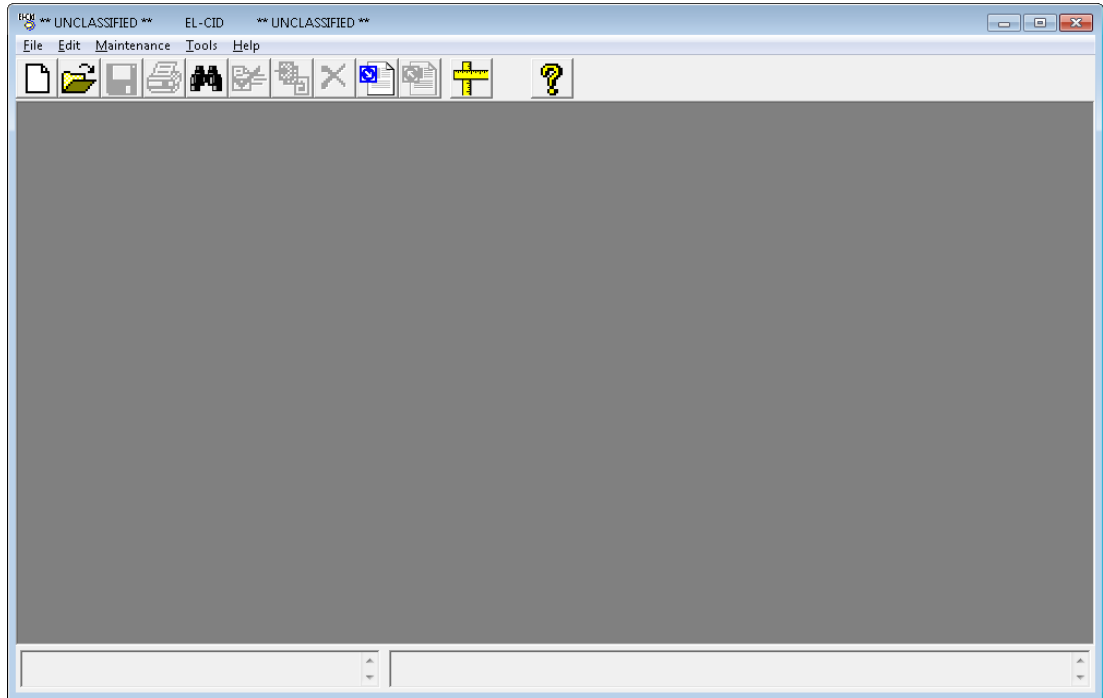


**Step 37.** Click the **Apply** button.

After a few moments, **Add** in the **Action** column changes to **ADDED** and **Skip** changes to **SKIPPED**.



**Step 38.** Click **OK** and the main screen reappears.



Congratulations! You have completed installing the EL-CID software.

**Step 39.** Exit the EL-CID program by clicking **File** on the main menu, then click **Exit**.



## Post-Install Procedures

1. Go back to the EL-CID Support Center Web Site at NTIA and check if there are any data files to download, such as updated Compliance Checks. If there are, follow the instructions given on the web site to download and install them.

**Note:** As a new feature in EL-CID Version 6.2 when the Compliance Checks are imported, either from the NTIA Web Site, the Installation CD, or from the **C:\ElcidData\Data** directory, the date of the current Compliance Checks will appear on the EL-CID Splash Screen, as shown below.



2. The program comes with extensive online help. Start EL-CID and choose **Help** on the main menu. Then choose **Contents and Index** to display the online help. There is also a PDF file of the entire online help, and a Quick Reference Guide in the **Documents** folder within the EL-CID program folder, which you specified in Step 8 above. Copies of these files are also on the EL-CID Support Center Web Site at NTIA.

**Note to Manufacturers:** Please read the topic “Manufacturer Functions” within the online help before you begin creating records in EL-CID.

3. There are a few sample records provided with the install. You will find them in the **Samples** folder within the data folder you specified in Step 9.
4. Training materials are available on the EL-CID Support Center Web Site at NTIA.